



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Financial Management

Division: Office of the Director

Sub-Section:

**TITLE:** Bank Material Files

**CUTOFF:** EOFFY in which Contract Closed

**DESCRIPTION:** Documents related to contracted banking vendor for the Unemployment Insurance Trust Fund, including but not limited to bank statements, daily fiscal activity information, rejected transactions, automated clearing house statements, bank fee statements, daily projected clearance amounts, bank reconciliations and letters to the bank requesting stop payments.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6597

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Benefit Allowance and Unemployment Compensation Tax Files

**CUTOFF:** End of Federal Fiscal Year

**DESCRIPTION:** Files contain cash transaction records of the Unemployment Insurance Trust Fund. The records include employer contribution registers, cash restitution receipts and benefit payment reports and are referred to if there are any legal proceedings or if the Division of Employment Security pursues overpayments to claimants or amounts due from employers.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6596

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

**TITLE:** Capital Improvement Project Program Materials

**CUTOFF:** EOFFY in which Land or Building Sold

**DESCRIPTION:** Documentation of federal approval to purchase land and/or construct building with federal grant funds. Also includes building amortization schedules which are needed to prove ownership equity of the buildings if buildings are ever sold and grant funds must be returned to the program.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6600

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

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Sub-Section:

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**TITLE:** Closing Entries

**CUTOFF:** End of Federal Fiscal Year

**DESCRIPTION:** Records include closing accounting entries and additional documentation input into the cost accounting system. Records allow the Financial Management Section to reassign charges to other programs or contracts.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6586

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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**TITLE:** Expenditure Reports

**CUTOFF:** EOFFY in which Final Expenditure Report Submitted

**DESCRIPTION:** Internal accounting reports prepared monthly for federal grant reporting. The cost reports show receipts and expenditures for state or federal programs, or contracts for services. According to 29 CFR Part 97.42 the record retention period is to start the day that the department submits the expenditure report for the final quarter of the grant.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Documents are microfiched and the microfiche retained in the Financial Management Section.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6582

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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**TITLE:** Federal Awards Information

**CUTOFF:** End of Federal Fiscal Year

**DESCRIPTION:** Federal award information and reporting documentation which are used for comparison with new budget information.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6588

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Financial Management

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Sub-Section:

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**TITLE:** Master File Update

**CUTOFF:** WSO

**DESCRIPTION:** Changes and corrections to the cost accounting system master files, these include grant ledgers, assignments, project and activity assignments, organizational structure and the employee master file.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6584

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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**TITLE:** Monthly Update Transactions

**CUTOFF:** End of Federal Fiscal Year

**DESCRIPTION:** Records include monthly 135 transactions, which are manual accounting entries input into to the cost accounting system and used to document expenditures for grants.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6585

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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